



***Financial Management***

***\*THE AIR FORCE JUNIOR ROTC (AFJROTC) PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines policies, procedures, and responsibilities for financial management in support of the Air Force Junior Reserve Office Training Corps Program. It applies to Air Force Officer Accession and Training Schools (AFOATS), to school officials of high schools or school systems hosting AFJROTC units and to AFJROTC instructors.

***Privacy Act Warning:*** This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorization to collect and maintain the records prescribed in this instruction is 10 U.S.C. 2031 and Public Law 88-647. Privacy Act statements required by AFI 33-332, *Air Force Privacy Act Program*, are in DD Form 2754, **Junior Reserve Office Training Corps (JROTC) Instructor Pay Certification Worksheet for Entitlement Computation**, and DD Form 2767, **JROTC Instructor Annual Certification of Pay and Data Form**.

***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.** This revision changes all references to AFOATS/JRR from AFROTC/DOJF; changes Chief, Junior Program (ROTC/DOJ) (para 1). This revision also changes The Minimum Instructor Pay (MIP) is (para 2.6). This revision also changes blank forms to school officials (para 4.1). The revision changes 30 May (para 4.1). Also changes annually (para 5.1); This revision also changes forwards certification forms (para 5.2). This revision changes reimbursement checks are forwarded to schools or school district (para 7). Also changes check to EFT (para 8.2). This revision changes reimbursement checks and (para 14). This revision deletes 2<sup>nd</sup> line (para 14) and adds @AFJROTC.net (para 15). This revision also changes to supply (para 17.1.1). A indicates a substantially change from the previous edition.

***Section A - General Information***

**1. Introduction.** The Air Force reimburses schools or school systems hosting AFJROTC units for a portion of AFJROTC instructor salaries and annual payments for authorized logistic support items within approved limits. The Director, Junior ROTC Program (HQ AFOATS/JR),

administers the instructor pay system and the logistical support program. Specific procedures and criteria are defined in sections B and C. All documentation forms, or requests for the AFOATS Junior ROTC Program should be mailed to: HQ AFOATS/JR (JRI, JRO, JROL JRR) 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106.

## **2. Terms Explained:**

**2.1. Academic Year (AY).** The annual period of academic instruction at any given school. For the purpose of this directive, the AY is established as 1 July through 30 June.

**2.2. Active Duty Pay and Allowances.** The pay and allowances authorized for active duty military members (includes base pay, basic allowance for housing (BAH), basic allowance for subsistence (BAS), and clothing replacement allowance (for NCOs only) and cost-of-living allowance (COLA) for select areas within the continental United States (CONUS) and Alaska and Hawaii). Overseas housing allowance (OHA) and COLA may be applicable at overseas locations. These amounts are used only in determining MIP for AFJROTC instructors; Instructors do not actually receive active duty pay or allowances.

**2.3. Air Force Contribution (AFC).** The amount the Air Force reimburses the school or school system for a portion of instructor salaries and is equal to one-half of each instructor's minimum instructor pay (MIP).

**2.4. Logistical Support Payment Period.** The logistical support payment period is 1 October through 30 September.

**2.5. Logistical Support.** Supplies and services used in the operation of an AFJROTC unit. The Air Force provides payment for specified items within established limits.

**2.6. Minimum Instructor Pay (MIP).** The minimum salary the school or school system hosting an AFJROTC unit is required to pay the instructor for instructor duties in direct support of the AFJROTC program. The amount of MIP is the difference between the active duty pay and allowances the instructor would receive if on active duty, and the instructor's gross retired pay entitlement. (The MIP is the required minimum salary and should not be considered a cap or limit to the amount of pay agreed upon between the instructor and the school. Schools are highly encouraged to consider paying more than the MIP to improve instructor continuity, reduce vacancies, and provide fair reimbursement for work performed outside normal school hours.)

**2.7. Retired Pay.** An amount of money prescribed and limited by law which a military member receives monthly upon retirement from Air Force extended active duty.

**2.8. Terminal Leave.** A period of time for which a member is authorized a leave of absence from military duties immediately prior to the effective date of retirement.

## ***Section B - Instructor Pay***

**3. Period for which MIP and AFC are Applicable.** The total MIP due to the instructor and the AFC payable to the school or school system for the AY is determined by the time period that

the instructor performs duties in direct support of AFJROTC. Reimbursement is not authorized if the instructor performs duties for the school that is not in direct support of AFJROTC or for any period of time that the instructor does not work. (This does not prevent AFJROTC instructors from serving on a committee or performing routine duties that are rotated regularly among other teachers in the school nor does it prevent them from having holidays, sick leave, or vacation days within the normal school year in accordance with the policy for all teachers within the school system.) The Air Force is not authorized to provide reimbursement for any portion of salaries of instructors employed while on terminal leave from the Air Force. School officials must report inclusive dates of work in support of AFJROTC to HQ AFOATS/JRR on the minimum no later than 1 June of each year.

#### **4. DD Form 2767, JROTC Instructor Annual Certification of Pay and Data Form:**

##### **4.1. Purpose.**

4.1.1. Provides inclusive dates of work in support of AFJROTC for the current AY for each AFJROTC instructor. HQ AFOATS/JRR uses the inclusive work dates provided to determine MIP due each instructor and the amount of the AFC to MIP for the AY that is just beginning. The DD Form 2767 also requires the inclusive dates worked during the AY just ended. Reimbursement payments cannot be made without this certification.

4.1.2. HQ AFOATS/JRR provides the link to download DD Form 2767 to instructors in April of each year. School officials and instructors must complete a form for each instructor and forward the forms to arrive at HQ AFOATS/JRR no later than 1 June each year.

##### **4.2. Submission of DD Form 2767:**

4.2.1. New Instructors. School officials must provide DD Form 2767 for new instructors to HQ AFOATS, Junior ROTC Program, Instructor Management Section (HQ AFOATS/JRI).

4.2.2. Returning Instructors. Pay records are created in the computerized pay system at the beginning of each AY. Reimbursement of the AFC to MIP is made only for instructors with a DD Form 2767 on file. Submit the forms to HQ AFOATS/JRR.

4.2.3. Terminating Instructors. DD Form 2767 verifies prior year work dates.

4.3. **Changes or Corrections to Reported Dates of Work.** If the beginning or ending work date reported on the DD Form 2767 is changed, or if an error in dates reported is noticed, immediately forward a written notice of the change or correction to HQ AFOATS/JRR (Instructor Pay). The notice must be signed by a school official. Immediately notify HQ AFOATS/JRI (Instructor Management) of any change in the instructor's employment status such as leave without pay, resignation, or dismissal. When a change affects the instructor's pay status but does not terminate employment, forward a copy of the notification to HQ AFOATS/JRR.

**5. Information Required from Instructors.** In order to determine the appropriate rates to be included in the calculation of MIP, instructors must provide the following information to HQ AFOATS/JRR:

5.1. **DD Form 2754, JROTC Instructor Pay Certification Worksheet for Entitlement Computation.** Each instructor employed must provide the information upon initial hire, upon request from HQ AFOATS/JRR, or anytime there is a *change* in information reported. The housing cost information is required to determine the amount of OHA, if any, to be included in the computation of MIP. Dependent information is required to determine the amount of BAH, CONUS COLA, and COLA to be included. If instructors do not provide the required information, BAH (at without dependent rate only), will be included in the MIP computation, and the COLA, and OHA will not be included in their MIP computation. Instructors must inform HQ AFOATS/JRR immediately of any change in the information reported.

5.2. **Due Dates for Instructor Information.** HQ AFOATS/JRR provides notification and the link to download form to instructors in April of each year. Instructors must return the certifications to HQ AFOATS/JRR no later than 1 June each year. Failure to provide the necessary information may result in MIP being computed incorrectly and erroneous salary payments.

## **6. Computation of MIP:**

6.1. **Initial Hire.** HQ AFOATS/JRI will notify HQ AFOATS/JRR when a new instructor is hired. HQ AFOATS/JRR then requests the new instructor to provide certification of housing expenses and dependent status. HQ AFOATS/JRR estimates the monthly MIP for each new instructor and notifies school officials and the instructor of the amount. Upon receipt of proper documentation, a pay record is created at the Defense Finance and Accounting Service-Denver Center (DFAS-DE) in the Department of Defense (DoD) JROTC Pay System.

6.2. **Returning Instructors.** After the required documentation for the year is received, the pay records will be reactivated with the new pay data.

7. **Monthly Reimbursement of AFC.** HQ AFOATS/JRR reimburses the AFC for each instructor's MIP for the period the instructor performs AFJROTC duties. Reimbursement is processed after the end of each month within the AY. Electronic Funds Transfer (EFT) is made to the banking institution specified by school officials by the 10th of the following month.

8. **Pay Schedules.** Schedules showing pay amounts are produced during the computerized reimbursement process. Schedules are provided to instructors and school officials after the end of the reimbursement month as follows:

8.1. **AFJROTC Instructor's Monthly Statement.** This statement is forwarded to the instructor. It shows the total active duty pay and retired pay used in computing MIP and the AFC for the month. Each instructor should keep the monthly statements from July-June. At the end of the AY (30 June), the monthly MIP amounts should be added and compared to the salary amounts paid by the school to ensure MIP for the AY was met. (See paragraph 12.)

**NOTE:** Active duty pay is an amount used only in determining MIP; instructors do not receive active duty pay or allowances.

8.2. **AFJROTC District Totals.** This statement is forwarded to the school or school system to provide the amount of the reimbursement EFT for the month. It shows the name and Social

Security Number of each instructor for whom reimbursement is made; the MIP and AFC for each instructor for the month during the reimbursement month; the total reimbursement for each instructor; the total reimbursement for each school; and the total reimbursement for the school system, if applicable.

**9. School Pay Periods.** MIP is computed and shown on computer-generated schedules for each calendar month during the AY. School pay periods are not required to conform to those shown on the pay schedule, and may be established in accordance with local pay cycles.

**10. Changes in MIP.** The amount of MIP is subject to change due to the following:

**10.1. Active Duty Pay Increases.** MIP increases when an active-duty pay raise becomes effective. Computer generated pay schedules are provided showing MIP based on the new active duty pay rates to school officials and instructors when official pay rates are effective. The schedules show rates of pay for the effective month of the raise.

**10.2. Changes in Dependent Status.** The amount of BAH and CONUS COLA used in determining MIP is based on the instructor's dependent status. There is a "with-dependents" rate and a "without-dependents" rate. This amount will change if an instructor's dependent status changes. Instructors are required to report all changes to HQ AFOATS/JRR.

**10.3. Changes in Housing Expenses.** The amount of OHA used in determining MIP is dependent upon the instructor's actual monthly housing costs. The amount is subject to change when an instructor's housing costs change. Instructors must report all changes to HQ AFOATS/JRR.

**10.4. Changes in OHA and COLA Rates.** OHA and COLA rates used in determining MIP for instructors employed overseas change frequently, often several times in 1 month. Due to the numerous changes in these rates, HQ AFOATS/JRR does not notify school officials or instructors of changes in MIP due to OHA or COLA rate changes; however, such changes are included in MIP amounts shown on the pay schedules.

**10.5. Longevity Increases.** Total active duty pay used in determining MIP may increase when instructors reach 16, 18, 20, 22, 24, or 26 years longevity. Longevity increases vary according to rank. Not all ranks receive an increase every 2 years. For example, a major reaches maximum base pay at 18 years longevity while a full colonel reaches maximum at 26 years longevity. As a result of longevity increases, MIP also increases. These increases are shown on the AFJROTC district totals and the AFJROTC instructor monthly statement.

**10.6. Retired Pay Increases.** MIP decreases when a raise in retired pay becomes effective. HQ AFOATS/JRR provides written notification of the retired pay increase on the appropriate District Monthly Statement.

**11. Variations in MIP.** Monthly MIP may vary due to the following:

**11.1. BAS Rates.** The BAS rate used in computing MIP for retired enlisted instructors is a daily rate, and the total amount included is based on the actual number of days in the month.

**11.2. Overseas COLA Rates.** COLA is included in the computation of MIP for instructors at some overseas locations. When a COLA is applicable, it is calculated on a daily basis, and the total amount included in the MIP computation is dependent upon the actual number of days in the month.

**11.3. Starting and Ending Dates of Employment.** Active duty pay (with the exception of some allowances) and retired pay are based upon monthly rates, and every month is considered to have 30 days. When an instructor works a partial month, the monthly pay rates are prorated (based on the daily rates for a 30-day month multiplied by the actual number of calendar days of employment).

**12. Adjustment of MIP for the AY.** If the school or school system has not paid each instructor at least the minimum salary required for the AY, an additional payment from the school or school system to the instructor to is required adjust the shortage. If inclusive dates of work originally provided to HQ AFOATS/JRR on the DD Form 2767 were incorrect and the AFC to MIP was paid incorrectly, an adjustment to the amount paid is required.

**13. Deductions from Instructor Salaries.** School officials should ensure the gross wages earned by each instructor are subject to the same deductions as wages earned by other school district employees in the same category. NOTE: The Internal Revenue Service has ruled that the gross income earned by AFJROTC instructors from educational institutions is taxable income (Revenue Rulings 71-307 and 72-69).

**14. School Mailing Address.** If the address used to forward schedules is incorrect, provide written notification of the correct address to HQ AFOATS/JRR (Instructor Pay), 551 East Maxwell Blvd, Maxwell AFB, AL, 36112-6106. Address labels and schedules are printed from data in computer records, and can use a four-line address. The second line is an attention line which can identify a specific office name or symbol.

**15. Inquiries.** Direct all questions or requests for information to HQ AFOATS/JRR on cyber campus II [HQ-InstructorPay@afjrotc.net](mailto:HQ-InstructorPay@afjrotc.net) , or phone at 1-800-522-0033 extensions 5892/1623 or (334) 953-5892/1623. You may also write HQ AFOATS/JRR (Instructor Pay), 551 East Maxwell Blvd, Maxwell AFB, AL, 36112-6106.

### ***Section C - Logistical Support Program***

**16. Annual Payment for Logistical Support.** The Air Force provides an amount, based on AFJROTC enrollment, to schools for specific items outlined in paragraph 17. Items purchased must be in direct support of AFJROTC activities, and compliance with stipulations stated under each expense.

**17. Authorized Expenses.** Only items listed in the following paragraphs are authorized. AFJROTC units maintain vendor receipts, invoices, and other supporting documents at the unit for three years. Maintain a yearly ledger for each appropriation, one for Reserve Personnel Appropriation (RPA) and one for Operations & Maintenance (O&M). These accounts will be reviewed by the area manager or designated representative during the annual contract

compliance inspection. The inspector will review receipts to ensure funds were spent to support the day-to-day operations of the program.

#### **17.1. Curriculum-In-Action Costs (RPA):**

17.1.1. Curriculum-In-Action (CIA) Trips. CIA field trips support curricular and extracurricular activities that are in direct support of the AFJROTC program. Authorization includes transportation and lodging costs for trips to aerospace facilities such as aerospace industries, military museums, and National Aeronautics and Space Administration (NASA); commercial airports; military bases; and to transport marching units in color guard performances, drill meets, exhibitions, and parades. Gasoline and toll charges are authorized; however, oil is not. Food costs, entrance fees, and instructor and chaperone lodging are not authorized.

#### **17.2. Uniform Maintenance Costs (RPA):**

17.2.1. Uniform Maintenance. Alterations, cleaning, sewing on patches, and pressing are authorized. The cadets are issued clean uniforms and are expected to turn them in freshly laundered or dry cleaned by the end of the AY or semester.

17.2.2. Uniform Items. Academy of Model Aeronautics (AMA) wings, button clasps, button toggles (cotton pins), buttons, clutch fasteners, first sergeant's diamonds, oak leaf clusters, plastic name tags (includes engraving or embossing tape), and ribbon star attachments are authorized. Other uniform accessories are not authorized.

17.2.3. HQ AFOATS/JROL-Directed Shipments. Commercial carrier fees are authorized for actual cost of HQ AFOATS/JROL-directed shipments of uniform items, including actual cost of packing materials used for the directed shipments.

17.2.4. Nontariff-Size Shoes (Odd Sizes). Purchase of nontariff-size shoes is authorized.

**17.3. Leadership School:** Transportation, lodging, and subsistence for in-residence Leadership Schools are authorized.

#### **17.4. Other Authorized Expenses (O&M):**

17.4.1. Equipment Purchase and Maintenance Expenses. Purchase and maintenance of authorized items to include camcorders, projectors, projector screens, televisions, and video cassette recorders (VCRs).

17.4.2. Photo static copies. The actual cost of photostatic copy services provided by a commercial firm or the school is authorized.

17.4.3. HQ AFOATS/JROL-Directed Shipments. HQ AFOATS/JROL-directed shipment of books or other shipments including actual costs of packing materials used is authorized.

17.4.4. Miscellaneous Supplies. Miscellaneous administrative or office supplies (*e.g.*, pencils, paper, toner cartridges) required for direct support of the JROTC mission and to operate Air Force equipment are authorized.

17.4.5. Telephone Toll Charges. Long distance calls for official JROTC business are authorized. Telephone charges for personal calls, installation, periodic rental, and surcharges are not authorized.

17.4.6. Instructor POV Travel. Transportation expenses for travel to designated Air Force support bases, or within the local vicinity, to pick up or turn in equipment, training aids, uniforms, and other supplies in support of the AFJROTC program are authorized. Travel for supply training or for arranging summer camp is authorized. If it is necessary to rent a commercial vehicle to pick up equipment or uniforms from the support base due to the size of the load, the rental cost is authorized. Toll charges are authorized. Mileage for AFJROTC instructors to make presentations to local civic organizations or service clubs (*e.g.*, American Legion, Chamber of Commerce, Lions, or Veterans of Foreign Wars) in direct support of AFJROTC is authorized. When computing the total cost for each trip, the school mileage rate must be used.

17.4.7. Postage Expenses. The cost of postage expenses incurred in mailing documents for official Air Force business, including certified mail for uniform recovery is authorized. Postage can be provided by the host school or the US Postal Service.

**18. Logistical Support Payment Procedures.** Based on the enrollment report submitted to HQ AFOATS/JRO as of 1 October of each year, an amount per cadet will be established by AFOATS/JRR to be distributed to each school. The check will be mailed to the school or district before 30 November of each year.

**19. Forms Prescribed.** DD Form 2754, JROTC Instructor Pay Certification Worksheet for Entitlement Computation, and DD Form 2767, JROTC Instructor Annual Certification of Pay and Data Form.

BRIAN C. KING, Col, USAF  
Director, Junior ROTC Program

Attachments:  
Glossary of References



**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

**References**

Title 10, United States Code, Section 2031, Junior Reserve Officers' Training Corps

Public Law 88-647, Junior Reserve Officers Training Corps Program

AFI 33-332, Air Force Privacy Act Program

**Forms**

DD Form 2754, JROTC Instructor Pay Certification Worksheet for Entitlement Computation

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**Abbreviations and Acronyms**

AMA Academy Of Model Aeronautics

AFC Air Force Contribution

AFOATS Air Force Officer Accession and Training Schools

AFJROTC Air Force Junior Reserve Officer Training Corps

AY Academic Year

BAH Basic Allowance for Housing

BAS Basic Allowance for Subsistence

CIA Curriculum-In-Action

CRA Clothing Replacement Allowance

COLA Cost-Of-Living Allowance

CONUS Continental United States

DOD Department of Defense

EFT Electronic Funds Transfer

MIP Minimum Instructor Pay

**Attachment 1 (Continued)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

NASA	National Aeronautics and Space Administration
OHA	Overseas Housing Allowance
O&M	Operation and Maintenance
RPA	Reserve Personnel Appropriation
SSN	Social Security Number
VCR	Video Cassette Recorder

**Terms**

**Academic Year (AY).** The annual period of academic instruction at any given school.

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**Retired Pay.** An amount of money prescribed and limited by law which a military member receives monthly upon retirement from Air Force extended active duty.

**Terminal Leave.** A period of time for which a member is authorized a leave of absence from military duties immediately prior to the effective date of retirement.